

# PACC - Rental Application



Date of Request: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Requester Phone Number: \_\_\_\_\_

Organization Phone Number: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Requester Email Address: \_\_\_\_\_

Name of Activity: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

On-Site Supervisor Name: \_\_\_\_\_ Supervisor Phone Number: \_\_\_\_\_

Supervisor Email Address: \_\_\_\_\_

Requested Space *(please circle all that apply)*:

City Chamber Room    City Community Room    City Conference Room    District Multipurpose Room    District Library

Dates Requesting: \_\_\_\_\_

Start Time: \_\_\_\_\_ a.m. or p.m.

End Time: \_\_\_\_\_ a.m. or p.m. *(indicate a.m. or p.m. for both)*

Setup Time: \_\_\_\_\_ a.m. or p.m.

Tear Down Time: \_\_\_\_\_ a.m. or p.m. *(indicate a.m. or p.m. for both)*

Estimated number of attendees: \_\_\_\_\_

Will admission be charged: (please circle)    YES    NO

Are special services required *(please circle)*:    Custodial    Audio/Visual    Other: \_\_\_\_\_

*Please note: ISD 704 or the City of Proctor reserves the right to charge additional fees for the above services*

Special Services Comments (i.e. tables, chairs, audio/visual system setup, etc.): \_\_\_\_\_

Other Special Arrangements/Comments: \_\_\_\_\_

Enclosed copy of liability insurance *(organizations)*:    Yes    No

# Proctor Area Community Center Facility Rental Rates

## City of Proctor Rental Rates:

Chamber Room	\$25 per hour
Community Room	\$25 per hour
Chamber & Community Room Together	\$35 per hour
Conference Room	\$10 per hour

All rentals must include a \$100 damage deposit per room.

Set-up a day prior to an event is allowed if building is open and a \$25 fee is paid or may be reserved in advance at the usual rate.

## Proctor Public Schools Rental Rates:

PACC Multipurpose Room	\$15 per hour
PACC Library	\$15 per hour

All rentals must include a \$30 damage deposit per room.

Set-up a day prior to an event is allowed if building is open and a \$25 fee is paid or may be reserved in advance at the usual rate.

The Proctor Area Community Center is a non-smoking building and there will be no liquor served in this establishment unless previously discussed with City Representatives and a Proctor Police Officer is present during the event. Renters also agree to place all garbage in receptacles and recycle as needed. Upon investigation of the PACC and a determination that no damage has been done to the PACC or its contents and that the PACC has been cleaned in accordance with this Agreement, the deposit will be returned to the Renter. In the event that any damage has been done to the PACC or its contents, or it has not been cleaned, the deposit will be utilized to repair any damage and reimburse the City or School District for any additional amount necessary.

Renter further agrees to indemnify and hold the City and ISD #704 harmless from any and all claims, demands, liabilities, and expenses that might be made against it or that it might incur that arise from Renter's occupation and or use of the PACC under this agreement.

Please sign and date this contract and return it to the PACC immediately along with your payments and damage deposit. I hereby agree to the terms of this contract:

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Contact Information:

Gina Marsalla, Coordinator of Community Education Registration and Proctor Area Community Center

218.628.6293 *school days only*

gmarsalla@proctor.k12.mn.us

## HOLD HARMLESS AGREEMENT

*I understand that my use of the Proctor Community Center, Senior Center or City facility is voluntary and that I am using it for my benefit only. I agree that my use of the Proctor Community Center, Senior Center or facility is undertaken at my own risk and that the City of Proctor will not be liable for any claims, injuries, damages of whatever nature incurred by me or members of my organization due to the negligence of members of my organization, or the negligence of third parties. On behalf of myself and the organization that I represent, I expressly forever release and discharge the City, its agents or employees, from any such claims, injuries, or damages. I also agree to defend, indemnify and hold harmless the City from any claims, injuries, or damages of whatever nature arising out of or connected with my use of the Proctor Community Center, Senior Center or facilities. I also agree to reimburse the City for any damage, breakage, maintenance, and theft of equipment beyond the damage deposit figure if so warranted. I also agree to follow the policy establishing guidelines for the City of Proctor buildings.*

**User/Representative  
SIGNATURE:**

**Today's Date:**

**Approved by:**

**Date Approved:**

**Confirmation Sent  
By:**

**Date Mailed:**

Please return this form to:  
Community Education Office  
City of Proctor  
100 Pionk Drive  
Proctor MN 55810

Email: [gmarsalla@proctor.k12.mn.us](mailto:gmarsalla@proctor.k12.mn.us)